NAVMC 11537A

Career Management Team
Reserve Affairs Division
M&RA HQMC

Agenda

- PURPOSE OF THE NAVMC 11537A
- GENERAL INSTRUCTIONS
- PREPARE THE NAVMC 11537A
- QUESTIONS

PURPOSE OF THE NAVMC 11537A

- Serves as a basic document to establish a standardized way of screening all Reserve Marines
- Used for routing all types requests through local chain of command.

PURPOSE OF THE NAVMC 11537A

- Instructions for use of the Reserve RELM Route Sheet.
  - Standardized use is mandatory for any Reserve requests

GENERAL INSTRUCTIONS

- Either a Natural or STANDARD CAPITALIZATION (one or the other)
- Type or word process using black ink suitable for reproduction
- Ensure copies are legible
- Signatures and initials must also have printed name!

GENERAL INSTRUCTIONS

- Use black ink for signatures and initials
- Complete relevant sections
  - AR
  - SMCR/IMA
  - IRR

GENERAL INSTRUCTIONS

- Will be auto populated by TFRS V2.0
  - Ensure correct
  - Print out and route

NAVMC 11537A.pdf - Adobe Acrobat Professional
File Edit View Document Comments Forms Tools Advanced Window Help
Create PDF Combine Files Export Secure Sign Forms Review & Comment
2 / 5 173% Find
JavaScript is currently disabled and this document uses it for some features. Enabling JavaScript can lead to potential security issues. Options Help

NAVMC 11537A (12-09)

Print Form

FO[illegible]sitive when filled in.

1. Rank

Reserve Reenlistment Extension Lateral Move (RRELM) Request

1. Rank	2. Name *(Last, First, MI)*	3. Last 4 SSN	4. MOS	5. BMOS
E3 / LCpl				

E2 / PFC
E3 / LCpl
E4 / Cpl
E5 / Sgt
E6 / SSgt
E7 / GySgt
E8 / MSgt
E8 / 1stSgt
E9 / MGySgt
E9 / SgtMaj

	8. PEBD	9. RECC	10. EAS	11. DCTB	12. MDSD	13. CRCR Cert Date	14. RCOMP	15. RUC	16. MCC

	18. Length Requested	19. Career Designated *(AR Only)*	20. SOE Code

ction)	22. Work Phone

Marks

AVG CON in Enlistment ____ AVG PRO in Enlistment ____

(For ALL Cpls and below, to include Sgt's with less than 2 yrs TIG.)

24. Fitness Report Validation

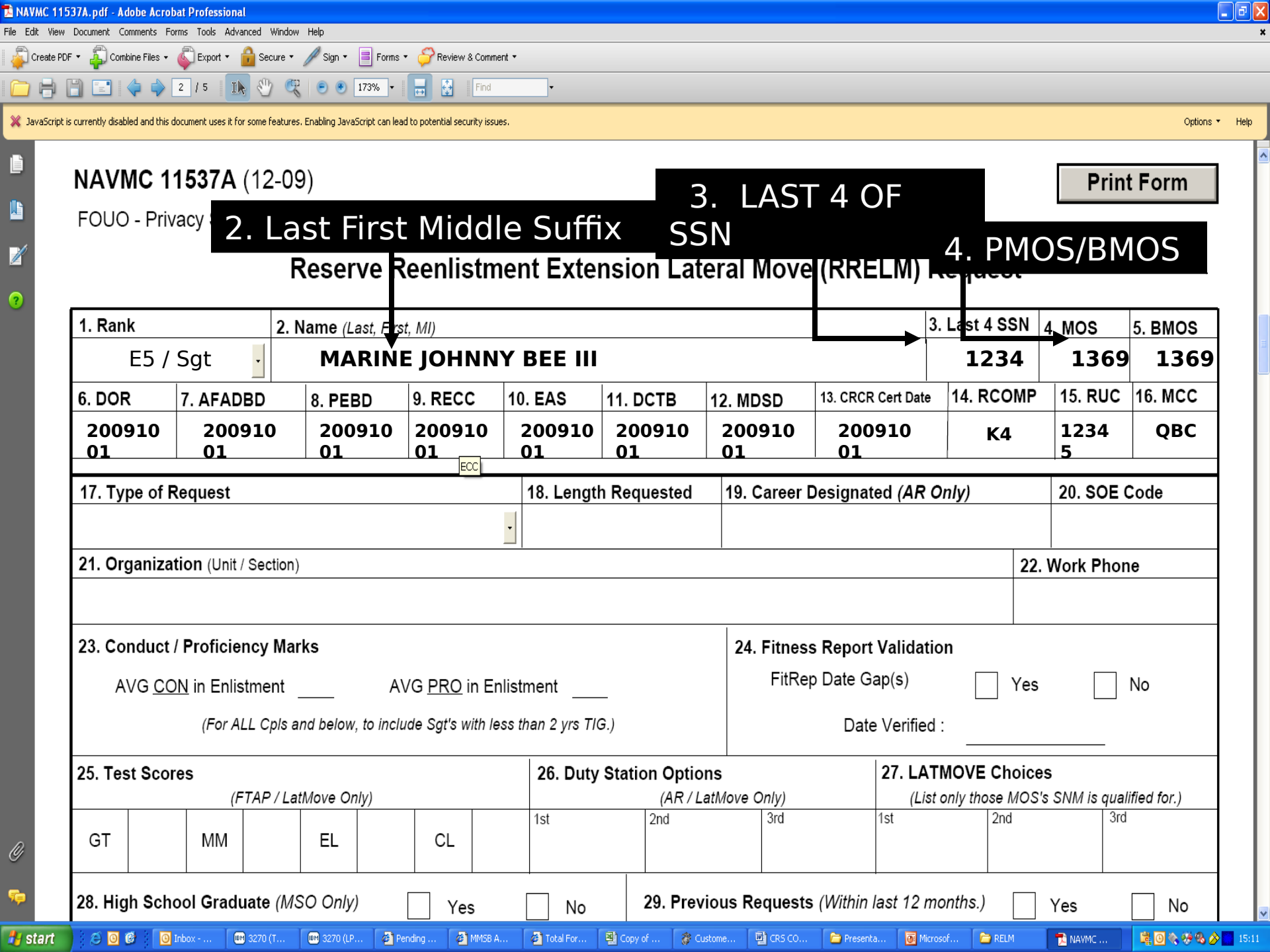
FitRep Date Gap(s) ☐ Yes ☐ No

Date Verified : _____

25. Test Scores *(FTAP / LatMove Only)*							26. Duty Station Options *(AR / LatMove Only)*			27. LATMOVE Choices *(List only those MOS's SNM is qualified for.)*		
GT		MM		EL		CL	1st	2nd	3rd	1st	2nd	3rd

28. High School Graduate *(MSO Only)* ☐ Yes ☐ No

29. Previous Requests *(Within last 12 months.)* ☐ Yes ☐ No


NAVMC 11537A.pdf - Adobe Acrobat Professional
File Edit View Document Comments Forms Tools Advanced Window Help
Create PDF Combine Files Export Secure Sign Forms Review & Comment
JavaScript is currently disabled and this document uses it for some features. Enabling JavaScript can lead to potential security issues.
Options Help
NAVMC 11537A (12-09)
FOUO - Privacy
Print Form
2. Last First Middle Suffix
3. LAST 4 OF SSN
4. PMOS/BMOS
Reserve Reenlistment Extension Lateral Move (RRELM) Request
1. Rank
E5 / Sgt
2. Name (Last, First, MI)
MARINE JOHNNY BEE III
3. Last 4 SSN
1234
4. MOS
1369
5. BMOS
1369
6. DOR
20091001
7. AFADBD
20091001
8. PEBD
20091001
9. RECC
20091001
10. EAS
20091001
11. DCTB
20091001
12. MDSD
20091001
13. CRCR Cert Date
20091001
14. RCOMP
K4
15. RUC
12345
16. MCC
QBC
ECC
17. Type of Request
18. Length Requested
19. Career Designated (AR Only)
20. SOE Code
21. Organization (Unit / Section)
22. Work Phone
23. Conduct / Proficiency Marks
AVG CON in Enlistment
AVG PRO in Enlistment
(For ALL Cpls and below, to include Sgt's with less than 2 yrs TIG.)
24. Fitness Report Validation
FitRep Date Gap(s)
Yes
No
Date Verified :
25. Test Scores
(FTAP / LatMove Only)
GT
MM
EL
CL
26. Duty Station Options
(AR / LatMove Only)
1st
2nd
3rd
27. LATMOVE Choices
(List only those MOS's SNM is qualified for.)
1st
2nd
3rd
28. High School Graduate (MSO Only)
Yes
No
29. Previous Requests (Within last 12 months.)
Yes
No
start
15:11

NAVMC 11537A.pdf - Adobe Acrobat Professional
File Edit View Document Comments Forms Tools Advanced Window Help
Create PDF Combine Files Export Secure Sign Forms Review & Comment
2 / 5 173% Find
JavaScript is currently disabled and this document uses it for some features. Enabling JavaScript can lead to potential security issues. Options Help

NAVMC 11537A (12-09)

Print Form

FOUO - Privacy Sensitive when filled in.

Reserve Reenlistment Extension Lateral Move (RRELM) Request

1. Rank	2. Name *(Last, First, MI)*	3. Last 4 SSN	4. MOS	5. BMOS
E5 / Sgt	**MARINE JOHNNY BEE III**	**1234**	**1369**	**1369**

6. DOR	7. AFADBD	8. PEBD	9. RECC	10. EAS	11. DCTB	12. MDSD	13. CRCR Cert Date	14. RCOMP	15. RUC	16. MCC
20091001	20091001	20091001	20091001	20091001	20091001	20091001	20091001	K4	12345	QBC

17. Type of Request	18. Length Requested	19. Career Designated *(AR Only)*	20. SOE Code
Reenlistment	36 MO	YES	7F

21. Organization (Unit / Section)	22. Work Phone
MCB MCCDC	DSN 278-1234

23. Conduct / Proficiency Marks

AVG CON in Enlistment ____ AVG PRO in Enlistment ____

(For ALL Cpls and below, to include Sgt's with less than 2 yrs TIG.)

24. Fitness Report Validation

FitRep Date Gap(s) [X] Yes [ ] No

Date Verified : 20100415

25. Test Scores *(FTAP / LatMove Only)*							26. Duty Station Options *(AR / LatMove Only)*			27. LATMOVE Choices *(List only those MOS's SNM is qualified for.)*		
GT		MM		EL		CL	1st	2nd	3rd	1st	2nd	3rd

28. High School Graduate *(MSO Only)* [ ] Yes [ ] No

29. Previous Requests *(Within last 12 months.)* [ ] Yes [ ] No

start Inbox - Microso... 3270 (TERM).r... 3270 (LPRINTE... https://tfrs-mc... MMSB Applicati... Copy of CMT S... Total Force Ret... Customer Servi... Microsoft Offic... NAVMC 11537A... 13:51

NAVMC 11537A.pdf - Adobe Acrobat Professional
File Edit View Document Comments Forms Tools Advanced Window Help
Create PDF Combine Files Export Secure Sign Forms Review & Comment
2 / 5 173% Find
JavaScript is currently disabled and this document uses it for some features. Enabling JavaScript can lead to potential security issues. Options Help

(FTAP / LatMove Only)								(AR / LatMove Only)			(List only those MOS's SNM is qualified for.)		
GT	105	MM	116	EL	98	CL	105	1st	2nd	3rd	1st	2nd	3rd

28. High School Graduate *(MSO Only)* [X] Yes [ ] No

29. Previous Requests *(Within last 12 months.)* [ ] Yes [X] No

30. Draw Case Codes 1) AT / TWICE PASSED 2) / 3) /

31. UCMJ History *(This section will include all Military and Civilian convictions on current contract or within the last 5 years)*

Conviction Type : Non Judicial Punishment Articles(s) : 91, 111 Date : 20080212

Conviction Type : Articles(s) : Date :

Conviction Type : Articles(s) : Date :

32. Bonus Eligibility

Is SNM currently eligible for REB? [X] Yes [ ] No
(If yes, REB SOU must be completed.)

Is SNM currently eligible for KICKER? [ ] Yes [X] No
(If Yes, ensure SNM understands and completes kicker SOU)

REB: Bonus Amount :

Previous Bonus Payments

REB: Amount Paid :

REB: Amount Paid :

REB: Tier3 Amount Paid :

33. Does SNM Require a Tattoo Waiver? *(SDA Only)* [ ] Yes [ ] No *(If yes, attach Color Photo and descriptions.)*

34. Does SNM Have Broken / Prior Service? [ ] Yes [ ] No *(If yes, attach Statement of Service (NAVMC 11501).)*

35. Active Duty Spouse Information

35a. Name	35b. Rank	35c. MOS	35d. Branch	35e. EAS	35f. MCC	35g. RTD

start Inbox - Microsoft Out... 3270 (TERM).rsf - Att... 3270 (LPRINTER).rsf ... https://tfrs-mcmeds.... MMSB Applications - ... Microsoft Office Pow... NAVMC 11537A.pdf -... Copy of CMT Stats F... 8:11

NAVMC 11537A.pdf - Adobe Acrobat Professional
File Edit View Document Comments Forms Tools Advanced Window Help
Create PDF Combine Files Export Secure Sign Forms Review & Comment
2 / 5 173% Find
JavaScript is currently disabled and this document uses it for some features. Enabling JavaScript can lead to potential security issues. Options Help

(FTAP / LatMove Only)								(AR / LatMove Only)			(List only those MOS's SNM is qualified for.)		
GT	105	MM	116	EL	98	CL	105	1st	2nd	3rd	1st	2nd	3rd

28. High School Graduate *(MSO Only)* [X] Yes [ ] No

29. Previous Requests *(Within last 12 months.)* [ ] Yes [X] No

30. Draw Case Codes 1) AT / TWICE PASSED 2) / 3) /

31. UCMJ History *(This section will include all Military and Civilian convictions on current contract or within the last 5 years)*

Conviction Type : Non Judicial Punishment Articles(s) : 91, 111 Date : 20080212

Conviction Type : Articles(s) : Date :

Conviction Type : Articles(s) : Date :

32. Bonus Eligibility

Is SNM currently eligible for REB? [X] Yes [ ] No
(If yes, REB SOU must be completed.)

Is SNM currently eligible for KICKER? [ ] Yes [X] No
(If Yes, ensure SNM understands and completes kicker SOU)

REB: Initial Bonus Amount : $5,000.00

Previous Bonus Payments

REB: Amount Paid :

REB: Amount Paid :

REB: Amount Paid :

33. Does SNM Require a Tattoo Waiver? *(SDA Only)* [ ] Yes [X] No *(If yes, attach Color Photo and descriptions.)*

34. Does SNM Have Broken / Prior Service? [ ] Yes [X] No *(If yes, attach Statement of Service (NAVMC 11501).)*

35. Active Duty Spouse Information

35a. Name	35b. Rank	35c. MOS	35d. Branch	35e. EAS	35f. MCC	35g. RTD

start Inbox - Microsoft Out... 3270 (TERM).rsf - Att... 3270 (LPRINTER).rsf ... https://tfrs-mcmeds.... MMSB Applications - ... Microsoft Office Pow... NAVMC 11537A.pdf -... Copy of CMT Stats F... 8:21

NAVMC 11537A.pdf - Adobe Acrobat Professional
File Edit View Document Comments Forms Tools Advanced Window Help
Create PDF Combine Files Export Secure Sign Forms Review & Comment
2 / 5 173% Find
JavaScript is currently disabled and this document uses it for some features. Enabling JavaScript can lead to potential security issues. Options Help

Is SNM currently eligible for REB? ☐ Yes ☐ No
(If yes, REB SOU must be completed.)

Is SNM currently eligible for KICKER? ☐ Yes ☐ No
(If Yes, ensure SNM understands and completes kicker SOU)

REB: Initial Bonus Amount : $5,000.00

Previous Bonus Payments

REB: _____ Amount Paid : _____
REB: _____ Amount Paid : _____
REB: _____ Amount Paid : _____

33. Does SNM Require a Tattoo Waiver? *(SDA Only)* ☐ Yes ☒ No *(If yes, attach Color Photo and descriptions.)*

34. Does SNM Have Broken / Prior Service? ☐ Yes ☒ No *(If yes, attach Statement of Service (NAVMC 11501).)*

35. Active Duty Spouse Information

35a. Name	35b. Rank	35c. MOS	35d. Branch	35e. EAS	35f. MCC	35g. RTD

36. Remarks

SNM is requesting a 36 month RELM with initial REB. SNM has a current PFT, CFT, PHA, CRCR and no Date Gaps
SNM has been counseled on PME and board requirements for promotion.

37. Member Certification. I certify that to the best of my knowledge all information provided above is accurate.

Marine's Signature : Johny B. Marine Date : 20100415

Career Planner's Signature : I, B Hardchanrger Date : 20100415

Reset Form

FOR OFFICIAL USE ONLY.

Adobe Designer 8.0

start Inbox - Microsoft Out... 3270 (TERM).rsf - Att... 3270 (LPRINTER).rsf ... https://tfrs-mcmeds.... MMSB Applications - ... Microsoft Office Pow... NAVMC 11537A.pdf -... Copy of CMT Stats F... 8:24

NAVMC 11537A.pdf - Adobe Acrobat Professional
File Edit View Document Comments Forms Tools Advanced Window Help
Create PDF Combine Files Export Secure Sign Forms Review & Comment
3 / 5 173% Find
JavaScript is currently disabled and this document uses it for some features. Enabling JavaScript can lead to potential security issues. Options Help

NAVMC 11537A (12-09)

FOUO - Privacy Sensitive when filled in.

Rank	Name	Last 4 SSN
E5 / Sgt	**MARINE JOHNNY BEE III**	1234

38. Command Screening

34a. Medical Certification

SNM has been **SCREENED / EXAMINED** and found **QUALIFIED / UNQUALIFIED** for retention.

SNM's Duty Status is : [X] Full Duty [ ] Light Duty [ ] Limited Duty [ ] No Duty

(Medical MUST be recertified if SNM fails to reenlist within 90 days.)

If unqualified give reason :

HMC Rank **I. R. Popeye** Name

I, R. Popeye Medical Officer / IDC Signature 20100415 Date

38b. Dental Certification

SNM has been **SCREENED / EXAMINED** and found **QUALIFIED / UNQUALIFIED** for retention.

SNM's Dental Class : **2nd**

If unqualified give reason :

LtCmd Rank **I. C. Cream** Name

I.C. Cream Dental Officer / IDC Signature 20100415 Date

38c. Security Screening (S-2)

38d. Training Certification (S-3)

PFT Date : Score : Class :

start Inbox - Microsoft Out... 3270 (TERM).rsf - Att... 3270 (LPRINTER).rsf ... https://tfrs-mcmeds.... MMSB Applications - ... NAVMC 11537A.pdf -... Copy of CMT Stats F... NAVMC 11537A 8:45

WDQUAN428388 Unclassified
NAVMC 11537A.pdf - Adobe Acrobat Professional
File Edit View Document Comments Forms Tools Advanced Window Help
Create PDF Combine Files Export Secure Sign Forms Review & Comment
3 / 5 173% Find
JavaScript is currently disabled and this document uses it for some features. Enabling JavaScript can lead to potential security issues. Options Help

Medical Officer / IDC Signature | Date

Dental Officer / IDC Signature | Date

38c. Security Screening (S-2)

Does SNM have a security clearance? ☐ Yes ☒ No

(If so, provide letter from the Security Manager / SSO stating what level and the date it was adjudicated, or provide a copy of the "Person Summary" page from the Joint Personnel Adjudication System (JPAS).)

Comments :

Note: Only for Marines that require a clearance for their job.

Comments34c

GySgt Rank | R. U. Smart Name

R. U. Smart
Security (S-2) Signature | 20100415 Date

38d. Training Certification (S-3)

PFT Date : 20100415 Score : 253 Class : 1

CFT Date : 20100415 Score : 294 Class : 1

Ht : 69 Wt : 191 Max : 186 BF% : 18

BCP Program : ☐ Yes ☒ No Date Assigned

Comments :

Must be certified within 90 days of RELM submission.

MSgt Rank | I. B. Buff Name

I, B. Buff
Training (S-3) Signature | 20100415 Date

Note: If SNM exceeds ht/wt standards must be signed off by SgtMaj or CO.

I. M. Boss
SgtMaj/CO Name. Rank, Signature and Date

If outside of standards, must be certified by CO/XO/SgtMaj/1stSgt

38e. Legal Certification

Legal action may include actions taken by civilian authorities.

Is SNM pending any legal action at this time? ☐ Yes ☐ No

38f. SACO Certification

Has SNM been assigned to any treatment program during the current contract? ☐ Yes ☐ No

NAVMC 11537A.pdf - Adobe Acrobat Professional
File Edit View Document Comments Forms Tools Advanced Window Help
Create PDF Combine Files Export Secure Sign Forms Review & Comment
3 / 5 173% Find
JavaScript is currently disabled and this document uses it for some features. Enabling JavaScript can lead to potential security issues. Options Help

Security (S-2) Signature ____ Date ____	SgtMaj/CO Name. Rank, Signature and Date
38e. Legal Certification Legal action may include actions taken by civilian authorities. Is SNM pending any legal action at this time? ☐ Yes ☒ No *(If yes, documents must be provided.)* Comments : **SSgt** Rank **I. m. Law** Name I. M. Law Legal (S-1) Signature 20100415 Date	**38f. SACO Certification** Has SNM been assigned to any treatment program during the current contract? ☐ Yes ☒ No *(If yes, certificate of completion must be provided.)* Comments : **SSgt** Rank **J. R. Leak** Name J. R. Leak SACO Signature 20100415 Date

Recommendation

- **Recommendation**
  - Recommended w/enthusiasm
  - Recommended w/confidence
  - Recommended w/reservation
  - Not recommended
- **Criteria**
  - Top 25% of Marines in that grade known to the certifying officer.
  - Top 50% of Marines in that grade known to the certifying officer.
  - CO's discretion. Marine meets basic retention requirements; however, the CO has reservations concerning the Marine's career potential. CO's discretion. CO must provide justification
  - indicate the reason for not recommending to ensure assignment of appropriate reenlistment eligibility code. CO must provide justification

NAVMC 11537A.pdf - Adobe Acrobat Professional
File Edit View Document Comments Forms Tools Advanced Window Help
Create PDF Combine Files Export Secure Sign Forms Review & Comment
4 / 5 173% Find
JavaScript is currently disabled and this document uses it for some features. Enabling JavaScript can lead to potential security issues. Options Help

NAVMC 11537A (12-09)

FOUO - Privacy Sensitive when filled in.

(Please check the appropriate boxes and make brief comments justify

Recommendation must be word picture for chain to form an opinion.

Rank	Name
E5 / Sgt	MARINE, JOHNNY BEE

39. Command Recommendations

39a. NCOIC/SNCOIC

- [ ] Recommended with Enthusiasm (Top 25 %)
- [X] Recommended with Confidence (Top 50 %)
- [ ] Recommended with Reservation Comments Mandatory
- [ ] Not Recommended Comments Mandatory

Comments :

GySgt	R. B. Chase	R. B. Chase	20100415
Rank	Name	Signature	Date

start Inbo... 3270... 3270... https... MMS... Total... CRS ... Maci... Pres... NAV... Copy... Linea... RELM NAV... MIT's... Pendi... 11:28

NAVMC 11537A.pdf - Adobe Acrobat Professional
File Edit View Document Comments Forms Tools Advanced Window Help
Create PDF Combine Files Export Secure Sign Forms Review & Comment
4 / 5 173% Find
JavaScript is currently disabled and this document uses it for some features. Enabling JavaScript can lead to potential security issues. Options Help

39b. OIC

[X] Recommended with Enthusiasm (Top 25 %)

[ ] Recommended with

[ ] Recommended with Reservation Comments Mandatory

[ ] Not Recommended

Comments :

Recommendation must be word picture for chain to form an opinion.

Capt	S. W. Cheese	S.W. Cheese	201004 15
Rank	Name	Signature	Date

39c. FIRST SERGEANT

[X] Recommended with Enthusiasm (Top 25 %)

[ ] Recommended with Confidence (Top 50 %)

[ ] Recommended with Reservation Comments Mandatory

[ ] Not Recommended Comments Mandatory

Comments :

1stSgt	I. B. Hard	I. B. Hard	201004 15
Rank	Name	Signature	Date

start Inbo... 3270... 3270... https... MMS... CRS ... Maci... NAV... Copy... Linea... RELM NAV... MIT's... Pendi... UNIQ... Cust... 11:41

NAVMC 11537A.pdf - Adobe Acrobat Professional
File Edit View Document Comments Forms Tools Advanced Window Help
Create PDF Combine Files Export Secure Sign Forms Review & Comment
4 / 5 173% Find
JavaScript is currently disabled and this document uses it for some features. Enabling JavaScript can lead to potential security issues. Options Help

Rank	Name	Signature	Date

39d. COMPANY COMMANDER

- [X] Recommended with Enthusiasm (Top 25 %)
- [ ] Recommended
- [ ] Recommended with Reservation Comments Mandatory
- [ ] Not Recommen

Comments :

Recommendation must be word picture for chain to form an opinion.

Maj	Maxuel Smart	Maxuel Smart	201004 15
Rank	Name	Signature	Date

RETURN TO CAREER PLANNING OFFICE

NAVMC 11537A (12-09)
FOUO - Privacy Sensitive when filled in.

Rank	Name	Last 4 SSN
E5 / Sgt	MARINE, JOHNNY BEE	1234

start Inbo... 3270... 3270... https... MMS... CRS ... Maci... NAV... Copy... Linea... RELM NAV... MIT's... Pendi... UNIQ... Cust... 12:02

NAVMC 11537A.pdf - Adobe Acrobat Professional
File Edit View Document Comments Forms Tools Advanced Window Help
Create PDF Combine Files Export Secure Sign Forms Review & Comment
5 / 5 173% Find
JavaScript is currently disabled and this document uses it for some features. Enabling JavaScript can lead to potential security issues. Options Help

39e. SERGEANT MAJOR

[X] Recommended with Enthusiasm (Top 25 %) [ ] Recommended

[ ] Recommended with Reservation Comments Mandatory [ ] Not Recommen

Comments :

Recommendation must be word picture for chain to form an opinion.

SgtMaj	J. T. Kirk	J. T. Kirk	201004 15
Rank	Name	Signature	Date

39f. EXECUTIVE OFFICER

[X] Recommended with Enthusiasm (Top 25 %) [ ] Recommended with Co ence (Top 50 %)

[ ] Recommended with Reservation Comments Mandatory [ ] Not Recommen Comments Mandatory

Comments :

LtCol	W. B. Charge	W. B. Charge	201004 15
Rank	Name	Signature	Date

start Inbo... 3270... 3270... https... MMS... CRS ... Maci... NAV... Copy... Linea... RELM NAV... MIT's... Pendi... UNIQ... Cust... 12:08

Rank	Name	Signature	Date

39g. Commanding Officer / Commander Recommendation

Must have Special Courts-Martial convening authority or be properly designed at "Acting", via an Assumption of Command or Appointment Letter.

Does SNM meet all reenlistment prerequisites : [X] Yes [ ] No

[X] Recommended with Enthusiasm (Top 25 %) [ ] Recomm

[ ] Recommended with Reservation Comments Mandatory [ ] Not Recommend Comments Mandatory

CO's comments must be imputed into the TFRS RELM

Comments :

Comments35g

Col	I. M. Master	I. M. Master	201004 15
Rank	Name	Signature	Date

NAVMC 11537A